



# DEVELOPMENT PERMIT

## Home Occupation Class 2 Renewal Form

**Expedite the processing of your application by submitting this form using the fillable fields.**

The submission of scanned or photographed application forms with handwritten information may slow the processing of your application.

All applications shall be submitted electronically via email to [planning@canmore.ca](mailto:planning@canmore.ca).

PROPERTY INFORMATION	
Municipal Address	Legal Address  Lot/Unit:      Block:      Plan:

DEVELOPMENT INFORMATION	
Previous Development Permit Number	Business License Number
Description of Business	Name of Business
<b>Are any changes proposed from the previous approval granted?</b> (e.g. type of work occurring at the dwelling, location of home occupation within the dwelling, hours of operation, number of employees, parking and commercial vehicles, deliveries, equipment and materials storage, retail sales, hazardous materials, client visits, etc.)  <div style="text-align: center; margin-top: 10px;"> <span style="margin: 0 20px;">YES</span> <span>NO</span> </div>	If yes, please describe the proposed changes below and attach any supporting plans as necessary:          
<b>NOTE:</b> Any proposed changes may require additional information to be submitted for review. If no changes are indicated, the plans and information on file from the previous Development Permit will be carried forward and used for the current application.	

APPLICANT/OPERATOR INFORMATION	
Name	Phone
E-mail	
Mailing Address	

OWNER INFORMATION (if different than applicant)	
Name	Phone
E-mail	
Mailing Address	

### DECLARATION

I/We declare that I am/We are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all of the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge.

I/We understand that the Town of Canmore will rely on this information in its evaluation of the application. Any decision made by the Town of Canmore based on inaccurate information may be cancelled at any time. I/We give authorization for electronic communication, using the email provided on this application form.

**By signing below, I/We confirm to have carefully read this declaration and agree to the terms within.**

Signature of Applicant	Date
Signature of Owner	Date

**FOIP Notification:** This personal information is being collected under the authority of the Municipal Government Act (MGA) and in the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. If you have any questions about the collection of your personal information, contact the Municipal Records Officer at [municipal.clerk@canmore.ca](mailto:municipal.clerk@canmore.ca). **Please note, the Municipal Clerk's Office should *only* be contacted regarding FOIP inquiries.**

### PAYMENT

Until the applicable permit fees have been paid in full to the Town of Canmore, the Town will not commence the review of your application. Town staff will contact you upon receipt of the application to arrange for the applicable fee(s) to be paid.